



Instructional Affairs Council Meeting

3/11/2022 1:00 PM - 2:30 PM

Location

Zoom

Participants

Samantha Latham (*Organizer*), Amy Latham, Angela Dortch, Audrie McCann, Carla Townsend, Carolyn Wiley, Daphne O'Neill, Don Jones, Dwayne Casey, Ebone Dukes, Ginger Robbins, JACOB MARSHALL, Jeff Triplett, Katie Broadway, Keith Reed, Leslie Legendre, Lori Philley, Matthew Domas, Melissa Wright, Michael Heindl, NOAH FRASER, Phillip Correro, Phyllis Johnson, Stacy W. Taylor, Stephanie Mullins

1. Call to order/Agenda Review

Dr. Matthew Domas

Meeting called to order 1:02pm.

No amendments to the agenda.

Decisions

- Dr. Wiley motioned. Stacy Taylor, second. unanimously approved.

2. Approval of Minutes

Dr. Matthew Domas

No amendments to the minutes.

Decisions

- Renee O'Neill motioned. Angela Dortch, second. all in favor, approved.

Attachments

IAC Meeting MINUTES - 2022-02-18.pdf

3. Academic Instruction

Dr. Carolyn Wiley

3.1. Evaluation Proposal for Branch Campus Deans

The purpose of this proposal is to provide a flow chart of how evaluations should take place. Edits made for SHS, added Campus Dean before Dean of SHS.

Edits for lead instructor, deleted "Lead instructor". Evaluations would start with the campus dean. If there is only one instructor, the evaluation would be handled by the campus dean.

Edits made by Dr. Wiley, during the discussion.

Motion to approve with the understanding that there may be complications that arise, but this provides a skeleton to work from.

Decisions

- Renee O'Neill, motioned. Audrie McCann, second. Motion Approved.

Attachments

Evaluation Proposal for Branch Campus Deans.docx

3.2. NW-UM Engineering

Center for Manufacturing Excellence, partner with Oxford Campus and engineering program at Ole Miss. Students will take first two years at NWCC and transfer to Ole Miss for Junior and Senior years.

ACT needed as 24 , Start at NWCC with ACT of 19.

40 students per cohort and potential increase to 140-160 total in program.

Add two intro engineering courses(EGR 1211, 1221), not in UCNS. Requesting the approval of two courses that use Ole Miss syllabi, available at a later time. If approved at NWCC, will be taken to AOA(October 2022) for approval with a Spring 2023 start.

Renee O'Neill - Anything in catalog that will discourage students from taking the course? Will it be available only to the engineering pathway?

Dr. Wiley - No, they are open for all students, as 1hour courses. Advisors should direct the students in taking these courses.

Decisions

- Katie, motion. Melissa, second. Approved.

Attachments

EGR 1211 Course Addition.pdf, EGR 1221 Course Addition.pdf

3.3. First-Year Experience Course Requirement

LLS 1311- Orientation

Total overhaul of the course

Requirement for all entering Freshman.(regardless if Dual)

Academics, students typically end up with either 59 hours or 62 hours because the two lab hours that are received, leave a gap hour that is still needed. This orientation course would provide the extra

Might not work as well with CTE and SHS students.

Dwayne Casey - Are we proposing this to only be a requirement for Academic students? If CTE uses this model, it would interfere with the 30-45-60model.

Renee O'Neill - Would this be an online course only, or would there be a standard option?

Dr. Wiley - No, both options are available. We would like to have this be in mini terms. With the need of more instructors, faculty and staff(w/Masters) would be able to teach the course.

Renee O'Neill - Would this be rigorous for students? They would have 17 hours and assessments for this course to be graded.

Dr. Domas - No, this course is going to teach our students details on how to use canvas, etc. It will get them acclimated to NWCC and how things work while being a student here.

Proposal for course to be implemented in the Fall 2022 catalog and forward. Current students would not need it for graduation as they are in the catalog already.

Decisions

- Carla Townsend, motioned. Dr. Melissa Wright, second. Approved.

Attachments

LLS 1311 Prerequisite change.pdf

4. Career-Technical Education

Mr. Dwayne Casey

4.1. New Option Application , Cyber Security - Desoto Campus

Submit this application to IAC and ECEC for approval so that it can be submitted to MCCB at the next Board meeting. Will cover Senatobia, DC, and Batesville w/the 30-45-60 credit model.

Decisions

- Katie Broadway, motioned. Renee O'Neill, second. Approved

Attachments

New Opt. App , Cyber Security - DC.pdf

4.2. Course approvals

Degree Plan changes:

BOT2623: Principles of business Finance - new class adding as tech elective. replace 3rd semester gap from moving BOT2233 to the first semester.

*BOT1473: Intro to Marketing - BOT1493 currently offered, add Intro to Marketing as replacement
Records Management - Delete Records Management, out of date with the curriculum*

BOT2233: Human Resources Management - Move it in place of Records Management.

Admin Office Tech Degree Plan Fall 2022 shows the above changes.

Need form for removal of social media management.

ULW pathway has a lot of underground work.

ULT2142: Underground Construction: Start of Fall 22 or Sp 23 if shipments arrive.

Civil Engineering Technology Degree plan changes:

*CIT2312: Soil Mechanics - Replace CIT2913(Special Projects, not removed as an option) with
CIT2312*

*CIT2523: Hydraulic Design - Offer in 3rd semester of Civil Eng. Tech as a required elective to
meet industry*

Early Childhood Edu.

Preschool Development - Increases from 3 to 4 hours

Initial Practicum - Increases from 3 to 4 hours

*Advanced Practicum - Increases from 3 to 4 hours *These hour increases assist with transfers
to other institutions.*

*Child Health, Safety, and Nutrition - decrease nutrition course by an hour to offset the increases in
development and practicum courses.*

Diesel Tech:

*DET2911-2916: Special Problem/Projects in Diesel Tech - Option to teach a project to be able to
provide the student the option to graduate if unable to be placed in an internship. Must have
instructor approval. Project can fulfill the need of 1 hour credit, or up to 6 hours credit. Will be
offered as a 3 hour credit.*

Decisions

- AOT plan approved.
- ULW: Katie Broadway, motioned. Carla Townsend, second. approved.
- CIT2312: Katie Broadway, motioned. Stacy Taylor, second. Approved.

- CIT2523: Katie Broadway, motioned. Audrie McCann, second. Approved.
- Early Childhood Ed.: Katie Broadway, motioned. Stacy Taylor, second. Approved.
- DET2911-2916: Katie Broadway, motioned. Renee O'Neill, second. Approved.

Attachments

CTE Course Approvals.pdf, CTE Course Approvals 2.pdf

5. School of Health Sciences

Dr. Stephanie Mullins

5.1. Policy Manual - #605, Workload

Workload credit: 35 credits per semester. Required for all faculty,
Additional items 7-9 added to the policy.

Decisions

- Stephanie motioned. Stacy Taylor, second. Approved.

Attachments

PM 605 SHS Workload.docx

6. Other Business

6.1. Old Business - Course Scheduling Protocols

Academics: Directors will create a system wide plan for all locations; however, Campus Deans will create schedules regarding room locations and times. Directors will input schedules for Senatobia campus.

Keith Reed - What is the deadline to submit schedules?

Dr. Domas - Registration begins April 1. Schedules to the centers by March 25th. March 31st will be final review. April 4th.

Amy Latham - Be mindful of details being entered. Instructor names and class/class times need to be included.

Attachments

Course Schedule Protocols.docx

7. Adjournment

Dr. Matthew Domas

Meeting adjourned 2:38pm.